

December Cycle - Title I.A: Improving the Academic Achievement of the Disadvantaged	Evidence	LEA Comments	Y	N	NA	DR
1. Title I.A LEA Plan (NCLB, 1112) - The LEA provides evidence that the LEA plan included input from teachers, principals, administrators (including administrators of other programs described in Title I.A) and other appropriate school personnel, and parents of children in schools receiving Title I services.	<input type="checkbox"/> Federal Title I LEA Plan is current (do not need to upload) (required) <input type="checkbox"/> Meeting agendas, sign-in sheets, and minutes of meetings (required)					
2. Schoolwide Plan (NCLB, 1114) - Each building with a Schoolwide Plan meets the 10 components, implements the activities contained in the plan, reviews and evaluates the plan annually, and any changes have been amended into the plan.	<input type="checkbox"/> Federal Schoolwide Plan is current (do not need to upload) (required) <input type="checkbox"/> Meeting agendas, sign in sheets and minutes of meetings (required)					
3. Breakdown of Allocations (BOA) (NCLB, 1112) - Low-income and membership documentation is available for both public and nonpublic schools and matches the data on Step 1 of the BOA on the NCLB Consolidated Application. The LEA uses the same measurement of poverty and enrollment for all attendance areas taken at the same point in time.	<input type="checkbox"/> Documentation of measurement of poverty (ex: Feb. Cycle Core Data Screen 15) (do not need to upload) <input type="checkbox"/> Documentation of measurement of membership (ex: Feb. Cycle Core Data Screen 16) (do not need to upload)					
4. Neglected Institutions (Administrative Manual) (If applicable) - The LEA has a plan for Neglected funds that describes the program to be implemented.	<input type="checkbox"/> Title I.A Neglected School Child Form <input type="checkbox"/> Title I.A LEA Plan (do not need to upload)					
5. Parents Right-to-Know (NCLB, 1111(h)) - The LEA provides timely notice to parents of students in Title I served schools if the child has been assigned to be taught, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.	<input type="checkbox"/> Letter(s) notifying parents is in a uniform format that parents can understand.					
6. School Plan (NCLB, 1118 (b))						

- All Title I school have a parent involvement plan, which is updated periodically with input from parents.

- ☐ Copy (ies) of the Parent Involvement Building Plan(s) which is (are) in a uniform format that parents can understand. (required)
- ☐ Copies of correspondence to parents, flyers, etc. (required)
- ☐ Meeting agendas, sign-in sheets, and minutes of meetings (required)

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7. School Parent Compact (NCLB, 1118 (d))

- The school parent compact describes the school, parent and student responsibility to help ensure student success. Please see example at <http://dese.mo.gov/quality-schools/federal-programs/parental-involvement>

- ☐ One signed school parent compact from each Title I served building.

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8. Highly Qualified (NCLB, 1119)

a. The LEA (whether Title I-funded or not) provides documentation that all teachers teaching core subjects are Highly Qualified for the content area and grade level.

- ☐ Staff assignment report (do not need to upload)

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b. Does the LEA have less than 100% of core content courses taught by teachers who are highly qualified? If yes, the LEA has set aside 5% of Title I funds to help teachers become highly qualified. If no, not applicable. In the comments, explain why a total of 5% is not needed to meet the highly qualified requirement.

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c. All federally funded Title I teacher's (including after school tutoring) are highly qualified at the time of hire for the length of the teachers contract.

- ☐ Staff assignment report (do not need to upload)

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9. Building Principal's Verification of Compliance with Highly Qualified Teachers (NCLB, 1119 (i))

- The building principal of each Title I school annually attests in writing, whether such school is in compliance with meeting the highly qualified teacher and instructional paraprofessional requirements.

- ☐ Signed and dated statement certifying all teachers teaching core subjects and instructional paraprofessionals are highly qualified with a list of exceptions, if applicable.

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10. Paraprofessionals (NCLB, 1119 (c))

a. Title I Targeted Program, paraprofessionals have a minimum of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the ParaPro Assessment or Paraprofessional Assessment.	<input type="checkbox"/> Copy of transcript <input type="checkbox"/> Copy of ParaPro Assessment results <input type="checkbox"/> Copy of Paraprofessional Assessment <input type="checkbox"/> List of Title I Funded Paraprofessionals (required)		○ ○ ○ ○
b. Title I Schoolwide Program, all instructional paraprofessionals have a minimum of 60 semester hours of college credit with a certified transcript on file, or have taken and passed the ParaPro Assessment or Paraprofessional Assessment.	<input type="checkbox"/> Copy of transcript <input type="checkbox"/> Copy of ParaPro Assessment results <input type="checkbox"/> Copy of Paraprofessional Assessment <input type="checkbox"/> List of Title I Funded Paraprofessionals (required)		○ ○ ○ ○
c. The LEA ensures instructional paraprofessionals are under the direct supervision of a highly qualified teacher.	<input type="checkbox"/> Staff assignment report (do not need to upload)		○ ○ ○ ○